

SECTION D

DEMO - SUPERIOR QUALIFICATIONS LETTER

- This authority, which is set forth in Demonstration Project implementation guidance (Federal Register 26520, VOL. 45, No. 77 dtd. April 18, 1980) waived section 5333(a) of Title 5, United States Code and section 531.203 of the Code of Federal Regulations. This authority can be used for both temporary and permanent appointments to set in-hire pay at a level consistent with market conditions and candidates academic qualification, experience, and educational substitutions. This authority will not be granted retroactively. The recommended salary should be equal to or less than 110% of the candidate's current salary. Individuals hired at an advanced rate under this authority must either:

(1) have unusually high qualifications for the particular position and be forfeiting income (including benefits) that would justify a salary above the base pay for the grade;

or

(2) have a unique combination of education and experience that meets a special need of the agency.

- The request letter needs to cover the following points:

(1) a comparison of the candidate's qualifications with those of other well-qualified and available candidates

(2) a statement linking the candidates superior qualifications to the key duties of the position

(3) a statement of the candidate's current salary and benefits that were used in determining the requested pay rate

(4) enclose a copy of a recent pay stub or equivalent supporting documentation

or

enclose a copy of any other written offer letter received by the candidate that contains a specific salary/benefits description that were used in determining the requested pay rate, if applicable.

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MEMORANDUM

From: Head, *Organization Name*, (Code _____)

To: Head, Employment Team (Code 731000D)

Via: (1) *approval review chain as required by Competency policies*
(2) Personnel Management Advisor (Code 731000D/E (*as appropriate*))

Subj: REQUEST FOR APPROVAL OF SUPERIOR QUALIFICATIONS APPOINTMENT

Ref: (a) Federal Register, Vol. 45, No. 77, 26520; 18 Apr. 1980

Encl: (1) Resume of *applicant name*
(2) PAC for *Title; Pay Plan-Series-Grade*
(3) Leave and Earnings Statement or equivalent

1. I have carefully reviewed the criteria for superior qualifications appointments as set forth in reference (a). I have determined its use is necessary to meet the needs of the Naval Air Warfare Center Weapons Division and of the U.S. Government.

2. My comparison of this applicant's qualifications (enclosure (1)) to those of other candidates for this position in relation to the duties and responsibilities of this position (enclosure (2)) convinces me that the applicant's qualifications for this position are markedly superior to those of the other well qualified applicants.

Or if there were no other well qualified applicants for the position:

This applicant was the only available well qualified candidate and my review of his/her (*as appropriate*) qualifications (enclosure (1)) in relation to the duties and responsibilities of this position (enclosure (2)) convinces me that his/her (*as appropriate*) qualifications for this position are exceptional and warrant appointment at a level higher than increment 01 of the *PP-Series-Grade* pay level.

3. *Brief description of the applicant's professional experience and academic accomplishments*

Example:

Specifically this applicant's professional experience includes 18 months work experience with Owens-Corning Science and Technology Center on the development of new fiberglass reinforcements products and valuable experience on composite fiber-matrix coupling chemistry. This work included product design and pilot-scale experiments. He also worked 5 months starting up Interphase Science Laboratory, procuring equipment, developing new test methods, and developing data analysis software. This applicant has a diverse polymer materials background from his thesis work in the University of Akron's Polymer Engineering Laboratory, including polymer blends and composites,

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nanocomposites, liquid crystalline polymers, polymer colloids, computer simulation, and structure-processing relationships. During his studies at Case Western Reserve University (CWRU), he developed new rapid testing procedures for the measurement of permeability and diffusion of oxygen in PET thin sheets at the Center for Applied Polymer Research.)

4. *Brief description of key duties of position that relate to applicant's superior qualifications*

Example:

The applicant is expected to contribute to a number of ongoing polymer programs including ONR-sponsored R&D on processing fuel-cell membranes, and on optical waveguides. With 2 years of hands-on industrial work experience and his educational experience, he has acquired the skills needed to write, market, and carry out independent research programs.)

5. The applicant is currently earning \$_____ per annum. I propose increment ____ of the Pay Plan-Series-Grade pay level (\$_____) for this superior qualifications appointment. **This is the minimum salary that I believe the candidate will accept.**

or if the applicant's salary is not germane, such as for someone who just completed a doctorate and does not have an employment history at that level

In recognition of the applicant's excellent qualifications, I propose increment ____ of the Pay Plan-Series-Grade pay level (\$_____) for this superior qualifications appointment. The applicant has indicated that he would accept employment at no less than this salary.

6. This salary is consistent with overall Federal pay policies and I have given careful consideration to overall pay alignment within the organization as well as other salary management considerations. A salary for this applicant at this level will have no adverse impact on the relative alignment of salaries and positions within this organization.

/s/ requesting official

APPROVED / DISAPPROVED:

Head, _____ Department, Code _____ Date
(actual approval line should be as required by Competency policies)

APPROVED / DISAPPROVED:

Head, Employment Team, Code 731000D Date